## Requisitioner PROCUREMENT PROCESS OVERVIEW Objectives: START LMS-CP-4501 -to procure supplies and services Revision: E-1 -to comply with statutes, regulations and policies -to present a guideline for conducting required procurement activities Identify a procurement need Approval <u>original signed on file</u> 7/3/08 Associate Director Date General Information Official government records are generated and maintained Request in accordance with supporting procedures of this process. under \$3,000? Yes The requisitioner must have a Purchase Card and the vendor must accept Governement Purchase Cards. See LMS-CP-4540 for items restricted from purchase with the Purchase Card. urchase Card acceptable? (see Note 1) Note 2 Market research is performed to determine if a commercial item or a commercial item that can be modified to meet the Yes Government's needs may be purchased. Commercial items shall be purchased when available. Obtain the item Note 3 using a Purchase Contract supporting documentation such as Statements of Work and Specification documents must, to the maximum Card in accordance extent practicable: with LMS-CP-4540 -Describe the work in terms of "what" is to be the required output rather than either "how" the work is to be accomplished or the number of hours to be provided; -Enable assessment of work performance against measurable performance standards; **END** -Rely on the use of measurable performance standards and financial incentives in a competitive environment to encourage competitors to develop and institute innovative and cost-effective methods of performing the work. Brand name product descriptions must be accompanied by salient features for each item against which equal Evaluate products may be evaluated. Acquisition Alternatives For the following items, consult the referenced procedures to review supporting documents as well as receipt and usina inspection requirements. Prepare required supporting documents and incorporate receipt and inspection LPR 5000.2, and requirements, including delivery information, into the PR where appropriate: contact -Safety/Mission Critical Product (as defined in LAPD 4520.1): LMS-CP-4758 procurement -Inspection, Measuring and Test Equipment: LMS-CP-0510 immediately for -Hazardous Materials (as defined in OSHA regulation 29 CFR, Part 1910): LMS-CP-4759 planning purposes -Information Technology Products and Services: Purchasing Guide for Information Technology (available at the following URL: http://corefinancial.larc.nasa.gov/purchase\_requisitions.cfm) -Software: LMS-CP-5532 Perform and **Document Market** Research in Note 4 accordance with The following types of acquisitions are addressed in LMS-CP-4504 LMS-OP-4538: (see Note 2) -Simplified acquisitions (supplies and services \$100K or ▼. **Contracting Officer** -Acquisitions from other Government agencies Prepare a **Procurement Officer** -Orders under General Services Administration (GSA) Purchase **Evaluate Small** Federal Supply Schedules (FSS) Requisition (PR) **Business** and supporting Assign a Involvement in documentation in Contracting Officer accordance with accordance with LMS-OP-4507 LMS-CP-4505 (see Note 3) Acquisition addressed in LMS-OP-4538?

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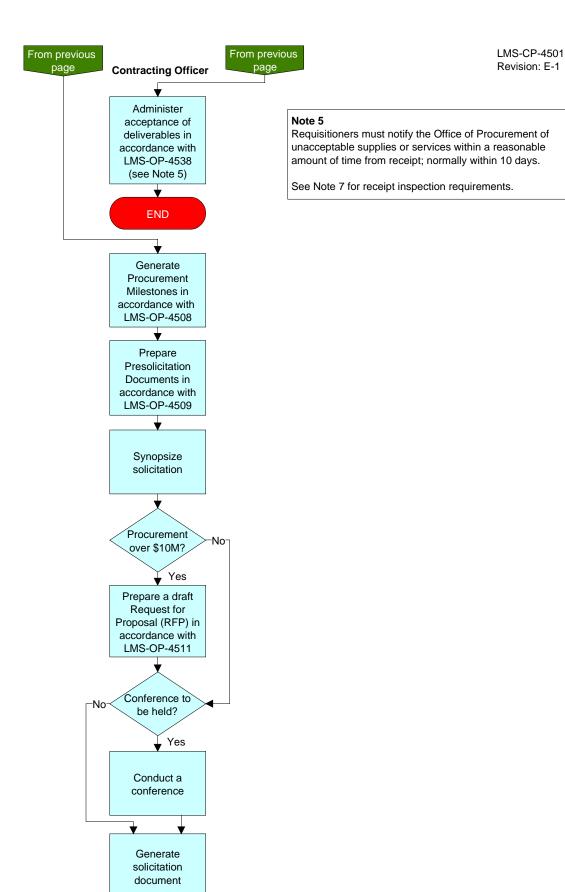
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(see Note 4)

Purchase in accordance with LMS-OP-4538

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Yes



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Issue a solicitation

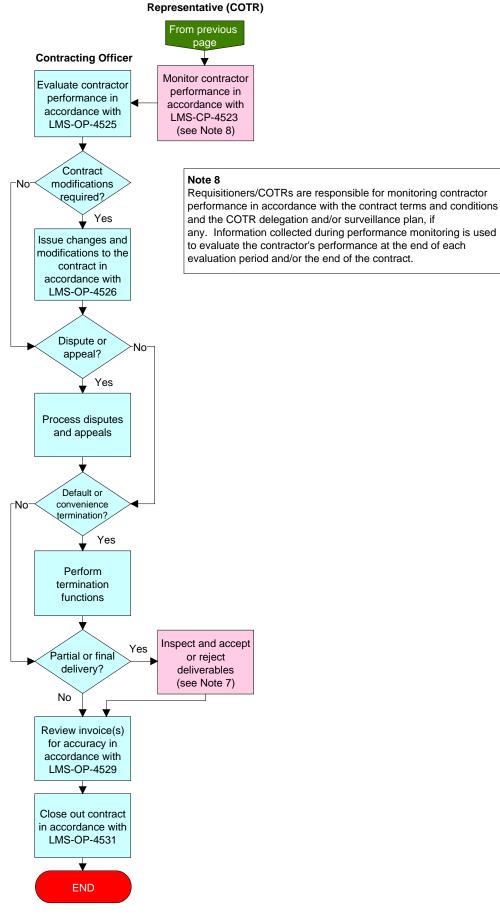
From previous LMS-CP-4501 Revision: E-1 **Contracting Officer** Receive offers in accordance with LMS-OP-4515 Perform an evaluation of offers in accordance with LMS-OP-4516 Prepare evaluation Note 6 Selection of contractors is accomplished by the Source Selection documents Authority (SSA), who may or may not be a Contracting Officer, with advice and assistance provided by the requisitioner and/or a source evaluation team or board. Make a selection(s) Note 7 (see Note 6) Purchased product shall not be used or processed until it has been verified as conforming to specified requirements. When test reports are utilized to verify purchased product, the data in those reports shall be accepted per applicable specifications contained in the purchase order/contract/task order. Requisitioners shall validate Process selection test reports for raw materials when acquiring the same type of raw document materials on a repetitive basis. For the following items, consult the referenced procedures to review receipt and inspection requirements: Prepare -Safety / Mission Critical Product (as defined in LAPD 4520.1): contractual LMS-CP-4758 documents in Inspection, Measuring and Test Equipment: accordance with LMS-CP-0510 LMS-OP-4520 -Hazardous Materials (as defined in OSHA regulation 29 CFR, Part 1910): LMS-CP-4759 -If controlled equipment is received (over \$500 for sensitive Prepare equipment defined in Appendix C of NPR 4200.1, or over \$1000 procurement for other equipment) the NEMS Coordinator must be contacted in management order to assign and affix an Equipment Control Number (ECN). reports For all unacceptable items that are accompanied by a Receipt and Inspection Report (LF 131), complete form and process in Delegate accordance with the instructions on form. responsibilities in accordance with LMS-OP-4522 Issue task/delivery orders in Requisitioner/ accordance with **Contracting Officer's** LMS-OP-4524 **Technical** Representative (COTR) Inspect and accept Yes **Partial** or reject delivery? deliverables

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No

(see Note 7)

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